

How to Submit a Project for MHT Review

The Maryland Historical Trust encourages agencies and recipients of federal and state assistance to initiate consultation during preliminary project planning. Early consultation allows time to successfully complete the review in advance of construction and may help facilitate permit or funding approvals.

As a first step in submitting a project, agencies or project sponsors should review the [Project Review Fact Sheet](#), which lists the information that must be provided to MHT. Use of MHT's [Project Review Form](#) is optional. To request MHT review, submit a completed form or cover letter and include the required attachments and mail to the address listed below. **Faxes and email are not acceptable.**

MHT, Project Review and Compliance
100 Community Place
Crownsville, MD 21032

MHT logs all submittals into a database to track each review by the appropriate staff. MHT strives to provide comments on all projects within 30 days; this often completes the Section 106 process. Providing MHT with detailed and accurate information greatly facilitates the review and decreases response time. Project sponsors contacting MHT on behalf of an agency should clearly identify the responsible state or federal agency.

The Project Reviewers contact page identifies likely staff assignments for each agency and geographic area.

MHT also reviews projects on properties on which it holds a preservation [easement](#) or those for which owners are applying for state or federal rehabilitation [tax credits](#) or the MHT [grants](#). If these situations apply to your property see side bar for more information.

Updated 2014